

State of Louisiana
Department of Revenue

JOHN BEL EDWARDS
Governor



KIMBERLY LEWIS ROBINSON
Secretary

MICHAEL LEGENDRE
Director

Electronic Video Gaming (EVG) Distributors and Manufacturer
2021 RENEWAL REQUIREMENTS
Application Deadline – November 13, 2020

*Please review the following guidelines listed below, if they are not followed, your **RENEWAL APPLICATION** will be considered incomplete. In addition, a civil penalty will be assessed if not submitted by deadline date.*

*******ON-LINE CAPABILITIES ARE READY FOR YOUR BUSINESS*******

To get started: Please visit our webpage at www.ocg.louisiana.gov and click Online Portal for Licensed Entities under Quick Links. When renewing please remember the following:

- Upon submission of the online renewal, you must MAIL the completed and notarized first page of the application. The first page of the application is enclosed for your convenience.
- Print and include the invoice and be sure to attach the renewal fee.
- Every three years your **Personal History, Financial Information and Business Tax Return** are due. If they are required, this licensing year please upload the forms on the renewal application via the web.
- To obtain required forms related to your license please go to our website (www.ocg.louisiana.gov)
 1. Click on Forms under Quick Links
 2. Click on Video Bingo

Failure to submit your renewal application to the Office by **November 13, 2020** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC 42: 1793.A.6. In addition to any penalty, late submission of your renewal may result in the delay of the issuance of a license and further penalties.

Contributing to a better quality of life.

Office of Charitable Gaming
610 N. 3rd St. • Post Office Box 98502, Baton Rouge, Louisiana 70884-9502
Telephone (225) 925-1835 • Fax (225) 219-1910
www.ocg.louisiana.gov

Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after **December 31, 2020**, until your company has received a printed license for the 2021 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

*****IMPORTANT NOTICES*****

All affiliation changes must be submitted to the Office within ten (10) days of adding or removing any individual(s) and/or any other significant change(s) throughout the licensing year.

Employees of EVG Distributors and Manufacturers are not allowed to be working members of organizations.

It is the Manufacturer's responsibility to verify if Distributors are licensed by the Office, prior to sell or lease of any gaming equipment. It is the Distributor's responsibility if Manufacturers are licensed by the Office, prior to any purchase or lease of any gaming equipment. If you have questions concerning application information, please contact the Office at 1-800-562-9235.

**OFFICE OF CHARITABLE GAMING
617 NORTH 3rd STREET
BATON ROUGE, LA. 70802
PHONE: 225-925-1835 (800) 562-9235
FAX: 225-219-1910**

**Mailing Address:
Office of Charitable Gaming
P.O. Box 98502
Baton Rouge, LA 70884**

**Electronic Video Gaming (EVG) Distributors
2021 RENEWAL REQUIREMENTS**

****GAMING MACHINES****

Your gaming machines are scheduled to ***Automatically Renew*** on **12/31/2020**.

If you **do not** wish to renew any of your machines, you will need to notify the Office by December 10, 2020. You can accomplish this by **logging in to your account on the online portal** and request that they be moved to a warehouse. The request can state that the machine(s) will be moved any time prior to December 31, 2020.

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Monthly electronic video bingo payments are due no later than the 15th of the month. Check(s) should be made payable to the Office of Charitable Gaming.